

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE:	LEGAL TECHNICIAN III
DEPARTMENT:	SUPERIOR COURT
REPORTS TO:	ASSISTANT COURT EXECUTIVE OFFICER

CLASS CODE: 029656
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Serves as lead worker and performs a variety of moderately difficult work functions in support of staff attorneys, investigators, etc. including: managing case files; initiating, processing and recording various, complex legal reports and orders; transcribing documents from tape; and calendaring court dates.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities, including: coordinating and distributing the work, training in job skills, assigning and directing work, making recommendations in performance appraisal and reporting problems to the supervisor.

Communicates with courts regarding court calendar, status of legal documents, and setting court dates.

Composes, compiles and mails correspondences for judges, attorneys, investigators, etc.

Reviews and investigates confidential information from agencies and processes other related documents to locate absent parents, opens cases, interviews custodial party and explains procedures.

Contacts various agencies and organizations regarding releases of liens, case settlements, etc.

Collects and maintains data for grants and other programs, generates reports and processes other related information.

Coordinates scheduling of inmates for court and arranges for transportation.

Notarizes documents.

Receives calls for attorneys, provides information based on interpretation of policies and procedures and follows up, as needed.

Logs reports from law enforcement agencies; enters information into the computer; searches for prior offenses; organizes information; forwards information to appropriate parties; and follows up, as needed.

Receives, assembles and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; and files information or forwards to staff members.

Receives discovery requests and processes information, to include: copying reports; requesting needed information; calculating costs; balancing money and receipts; and documenting all actions.

Prepares various legal documents, including subpoenas, warrants, petitions, etc., monitors documents through process, obtains signatures, files with court and/or distributes to parties.

Oversees computer system software, including: updating table information and data; training personnel in use of applications; writing documentation; researching statutes and making necessary system changes; attending meetings related to system operations; and serving as liaison with various departments utilizing system software.

Transcribes legal documents from written and tape recorded sources and copies, distributes and/or files same.

Makes transportation and lodging arrangements for staff, witnesses, etc.; organizes training sessions and processes related travel reimbursement requests.

Reviews and investigates confidential information from agencies and processes other related documents to locate absent parents, opens cases, interviews custodial party and explains procedures.

Interviews, screens, greets visitors and directs them to the appropriate area or individual; and provides information on departmental services and functions.

Answers various inquiries; explains policies and procedures; arranges appointments; and processes routine matters independently.

Retrieves, opens, stamps, sorts, and distributes incoming mail.

Prints court calendars, pulls files and forwards to appropriate personnel.

Sets up files, files information, distributes and/or transfers to staff members and maintains same.

Enters a variety of complex data into computer system, links and converts information for new computer systems, verifies entries and generates reports.

Types letters, memos, charts, questionnaires, labels, reports, or other correspondence on a word processor or typewriter.

Composes routine correspondence in accordance with standard policies.

Attends and participates in meetings regarding court functions.

Maintains supplies and re-orders, as needed.

Processes payroll information, including: acquiring signatures; comparing leave requests to time sheet entries; entering information into the computer system; and submitting for approval.

Maintains financial records, including processing accounts payable and receivable items.

Provides information to applicants, including sending applications and answering questions.

Oversees department contract process, including: obtaining approvals and signatures; routing to appropriate party; maintaining filing system; and processing and tracking accounts payable related to same.

Maintains department library.

Assists staff in preparing information/exhibits for trials.

Coordinates and schedules appointments, meetings, or reservations at the request of staff.

Prepares routine and non-routine reports as requested.

Photocopies reports, memos, and other various documents for staff.

Shreds documents.

Makes certified copies of legal documents and/or indexes same.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email

or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Paging System
Microfiche Machine

Typewriter
Cassette Duplicator

General Office Equipment
Transcription Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Three to four years of progressively responsible experience performing general office duties in a legal office environment such as typing, filing, and transcribing information; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Various legal documents and terminology.

Legal research techniques.

Basic accounting principles and practices.

Standard business arithmetic, including percentages and decimals.

Applicable state, federal and local ordinances, laws, rules and regulations.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Skill in:

Coordinating, organizing, assigning, leading and reviewing the work of staff.

Typing from rough draft or printed text using a word processor or typewriter at a rate of 55 words per minute.

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to take and transcribe information from short hand or dictation equipment (at the discretion of the supervisor).

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft legal documents from tapes and handwritten information and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.